



CITY OF WATERTOWN, NEW YORK  
Special Use Permit Application

I. Applicant Information

Name: Ba Sheila Sweet

Mailing Address: 804 State St. Watertown NY 13601

II. Property Information

Address: 804 State St. Watertown NY 13601

Tax Parcel #: 12-06-322

Property Owner (if not applicant): Mark Bonner

If applicant is not owner, does applicant have a signed purchase agreement ☒ Yes ☐ No

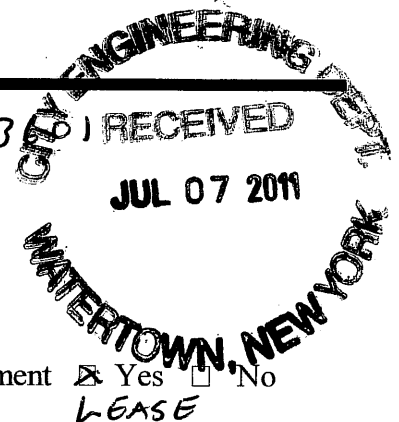
Zoning District: NEIGHBORHOOD BUSINESS  
-ATN

Attachments Required:

8 1/2" x 11" parcel map with tax parcel involved in request outlined with a thick black line

A sketch of the site drawn to an engineering scale (e.g. 1"=20', 1"=30').

Completed Part I of an Environmental Assessment Form (SEQR)



III. Request Information

Proposed Use: Auto Sales, Auto Detail, Auto Repair

Explain Proposal:

ON 12/21/09 City Counsel approved a Special Use Permit For a 2yr Period. We have since been able to put gravel through out the whole parking lot and we are up to 8 Full time employees. We are asking for a permanent Special Use permit, with the addition of Auto Repair to be issued.

Use additional 8 1/2" x 11" sheets as needed.

I certify that the information provided above is true to the best of my knowledge.

Signature: Sheila A. Sweet

Date: 7/6/11

## SPECIAL USE PERMITS

**What It Is** - A "Special Use Permit" is a special authorization by City Council vote of a particular land use subject to requirements imposed by the Zoning Ordinance. The purpose of the permit is to assure that the proposed use is in harmony with the Zoning Ordinance and regulations and will not adversely affect the neighborhood.

**What The Process Is** - The procedure for special use permits follows Section 27-b of the General City Law, the City Zoning Ordinance, 6 NYCRR Part 617 (SEQRA Regulations) and General Municipal Law Section 239. Special use permits are Subject to approval by the City Council after a recommendation by the City Planning Board.

**What To Submit** - One (1) "Special Use Permit Application" form; completely filled in. Be sure all requirements listed under *II. Property Information* on that form are provided. A non-refundable \$100.00 check, made payable to the City of Watertown, New York is also required.

**Where To Submit** - Special use permit applications, in complete form, shall be submitted to the City Engineer, 245 Washington Street, Watertown, NY 13601, at least two (2) weeks prior to the next scheduled Planning Board Meeting in order to be on that meeting's agenda.

**Public Hearing Required** - The City Council will conduct a public hearing within sixty-two days from the day an application is received.

**Posting Notice on Property** - The applicant shall post a sign provided by the Planning Department on the parcel to be affected by the proposal for a period of at least 2 weeks before the public hearing. The applicant shall submit an affidavit to the City Council stating that this requirement has been met.

**Decision Deadline** - The City Council will decide upon the application within sixty-two days after the hearing. The time may be extended by mutual consent. The decision of the City Council shall be filed in the office of the City Clerk within five days after such decision is rendered, and a copy thereof will be mailed to the applicant.

**SEQRA** - The City Council will comply with the provisions of the State Environmental Quality Review Act under Article 8 of the Environmental Conservation Law and the regulations contained therein.

**County Planning Board Review** - Those applications that involve General Municipal Law Section 239, will be referred to the County Planning Board for review. A recommendation from that board is required before the City Council can take action.

**Conditions** - The City Council may impose such reasonable conditions and restrictions as are directly related to and incidental to the proposed Special Use Permit. Such conditions must be met in connection with the issuance of any permits by the City Engineer, Code Enforcement Bureau or any other officer of the City.

**Expiration** - A Special Use Permit shall expire one year from the date it was granted by the City Council if the involved property has not been used for the approved use. A special use permit shall also expire immediately upon the cessation of the approved use on the involved property.

## SHORT ENVIRONMENTAL ASSESSMENT FORM

For UNLISTED ACTIONS Only

PART 1 - PROJECT INFORMATION (To be completed by Applicant or Project Sponsor)

1. APPLICANT/SPONSOR <i>Sheila A. Sweet</i>	2. PROJECT NAME <i>Finishing Touch Auto Detail Center</i>
3. PROJECT LOCATION: Municipality <i>Watertown</i> County <i>Jefferson</i>	
4. PRECISE LOCATION (Street address and road intersections, prominent landmarks, etc., or provide map) <i>804 State St. Watertown NY 13601</i>	
5. IS PROPOSED ACTION: <input type="checkbox"/> New <input type="checkbox"/> Expansion <input type="checkbox"/> Modification/alteration	
6. DESCRIBE PROJECT BRIEFLY: <i>Auto Detail Shop Auto Repair Shop Auto Sales</i>	
7. AMOUNT OF LAND AFFECTED: Initially _____ acres                      Ultimately _____ acres	
8. WILL PROPOSED ACTION COMPLY WITH EXISTING ZONING OR OTHER EXISTING LAND USE RESTRICTIONS? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No      If no, describe briefly	
9. WHAT IS PRESENT LAND USE IN VICINITY OF PROJECT? <input type="checkbox"/> Residential <input type="checkbox"/> Industrial <input checked="" type="checkbox"/> Commercial <input type="checkbox"/> Agriculture <input type="checkbox"/> Park/Forest/Open Space <input type="checkbox"/> Other Describe:	
10. DOES ACTION INVOLVE A PERMIT APPROVAL, OR FUNDING, NOW OR ULTIMATELY FROM ANY OTHER GOVERNMENTAL AGENCY (FEDERAL, STATE OR LOCAL)? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No      If yes, list agency(s) and permit/approvals <i>NYS Registered Repair Shop NYS Registered Auto Dealer</i>	
11. DOES ANY ASPECT OF THE ACTION HAVE A CURRENTLY VALID PERMIT OR APPROVAL? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No      If yes, list agency(s) and permit/approvals <i>Repair - 7111756 NYS Inspection - 7111756 Auto Sales - 7164034</i>	
12. AS A RESULT OF PROPOSED ACTION, WILL EXISTING PERMIT/APPROVAL REQUIRE MODIFICATION? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
I CERTIFY THAT THE INFORMATION PROVIDED ABOVE IS TRUE TO THE BEST OF MY KNOWLEDGE  Applicant/sponsor name: <i>Sheila A. Sweet</i> Date: <i>7/6/11</i> Signature: <i>Sheila A. Sweet</i>	

If the action is in the Coastal Area, and you are a state agency, complete the Coastal Assessment Form before proceeding with this assessment

A. DOES ACTION EXCEED ANY TYPE I THRESHOLD IN 6 NYCRR, PART 617.12?

If yes, coordinate the review process and use the FULL EAF.

☐ Yes ☒ No

B. WILL ACTION RECEIVE COORDINATED REVIEW AS PROVIDED FOR UNLISTED ACTIONS IN 6 NYCRR, PART 617.6? If NO, a negative declaration may be superseded by another involved agency.

☐ Yes ☒ No

C. COULD ACTION RESULT IN **ANY** ADVERSE EFFECTS ASSOCIATED WITH THE FOLLOWING: (Answers may be handwritten, if legible)

C1. Existing air quality, surface or groundwater quality or quantity, noise levels, existing traffic patterns, solid waste production or disposal, potential for erosion, drainage or flooding problems? Explain briefly:

C2. Aesthetic agricultural, archaeological, historic, or other natural or cultural resources; or community or neighborhood character? Explain briefly:

C3. Vegetation or fauna, fish shellfish or wildlife species, significant habitats, or threatened or endangered species? Explain briefly:

C4. A community's existing plans or goals as officially adopted, or a change in use or intensity of use of land or other natural resources? Explain briefly:

C5. Growth, subsequent development, or related activities likely to be induced by the proposed action? Explain briefly:

C6. Long term, short term, cumulative, or other effects not identified in C1-C5? Explain briefly:

C7. Other impacts (including changes in use of either quantity or type of energy)? Explain briefly:

D. WILL THE PROJECT HAVE AN IMPACT ON THE ENVIRONMENTAL CHARACTERISTICS THAT CAUSED THE ESTABLISHMENT OF A CEA?

☐ Yes ☒ No

E. IS THERE, OR IS THERE LIKELY TO BE, CONTROVERSY RELATED TO POTENTIAL ADVERSE ENVIRONMENTAL IMPACTS?

☐ Yes ☒ No If yes, explain briefly

### PART III – DETERMINATION OF SIGNIFICANCE (To be completed by Agency)

**INSTRUCTIONS:** For each adverse effect identified above, determine whether it is substantial, large, important or otherwise significant. Each effect should be assessed in connection with its (a) setting (i.e. urban or rural); (b) probability of occurring; (c) duration; (d) irreversibility; (e) geographic scope; and (f) magnitude. If necessary, add attachments or reference supporting materials. Ensure that explanations contain sufficient detail to show that all relevant adverse impacts have been identified and adequately addressed.

- ☐ Check this box if you have identified one or more potentially large or significant adverse impacts which **MAY** occur. Then proceed directly to the FULL EAF and/or prepare a positive declaration.
- ☐ Check this box if you have determined, based on the information and analysis above and any supporting documentation, that the proposed action **WILL NOT** result in any significant adverse environmental impacts AND provide on attachments as necessary, the reasons supporting this determination:

\_\_\_\_\_  
Name of Lead Agency

\_\_\_\_\_  
Print or Type Name of Responsible Officer in Lead Agency

\_\_\_\_\_  
Title of Responsible Officer

\_\_\_\_\_  
Signature of Responsible Officer in Lead Agency

\_\_\_\_\_  
Signature of Preparer (If different from responsible officer)

\_\_\_\_\_  
Date

AFFIDAVIT OF POSTING NOTICE ON PROPERTY

I, \_\_\_\_\_, the undersigned, do hereby certify that the sign provided by the  
Zoning Enforcement Officer giving notice of my special use permit request was posted on \_\_\_\_\_  
\_\_\_\_\_ for a continuous period of at least 2 weeks immediately before the public hearing  
scheduled for \_\_\_\_\_.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Date



# CITY OF WATERTOWN, NEW YORK

ROOM 302, MUNICIPAL BUILDING  
245 WASHINGTON STREET  
WATERTOWN, NEW YORK 13601-3380  
(315) 785-7730  
FAX (315) 782-9014

MARY CORRIVEAU  
CITY MANAGER

December 22, 2009

Mark Bonner  
261 Franklin Street  
Watertown, NY 13601

Re: Special Use Permit – 804 State Street, Parcel No. 12-06-322

Dear Mr. Bonner:

At its December 21, 2009 meeting, the City Council considered your Special Use Permit request to allow an auto sales lot and auto detailing operation at 804 State Street.

The City Council approved your request but put a two-year expiration date on the approval. That means that if the businesses wish to continue operating beyond December 21, 2011, they will need to reapply and obtain a new approval. The Council indicated during its discussion that it wishes to see the parking lot paved before your next application.

Enclosed is a certified copy of the resolution adopted by the City Council for your file. If you have any questions, please feel free to contact me or Jacqueline Longton, Planner.

Sincerely,

Kenneth A. Mix  
Planning and Community  
Development Coordinator

KAM:eg  
Enclosure

cc: Shawn R. McWayne, Code Enforcement Supervisor  
Justin Wood, Civil Engineer I

# RESOLUTION

Adopted December 21, 2009

Page 1 of 1

Approving Special Use Permit Request  
Submitted by Mark Bonner to Allow an Auto  
Sales Lot and Auto Detailing Operation Located at  
804 State Street, Parcel No. 12-06-322

Council Member BURNS, Roxanne M.  
Council Member BURTO, Jason R.  
Council Member BUTLER, Joseph M. Jr  
Council Member SMITH, Jeffrey M.  
Mayor GRAHAM, Jeffrey E.

Total .....

YEA	NAY
X	
X	
X	
X	
X	
5	0

## Introduced by

Council Member Roxanne M. Burns

WHEREAS Mark Bonner has made an application for a Special Use Permit to allow an auto sales lot and auto detailing operation located at 804 State Street, Parcel No. 12-06-322, and

WHEREAS the Planning Board of the City of Watertown reviewed the request for a Special Use Permit at its meeting held on November 3, 2009, and adopted a motion recommending that the City Council approve the request as submitted, and

WHEREAS a public hearing was held on the proposed Special Use Permit on December 7, 2009, after due public notice, and

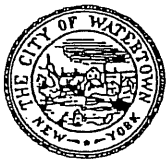
WHEREAS the City Council has reviewed the SEQRA short Environmental Assessment Form and responded to each of the questions contained in Part 2,

NOW THEREFORE BE IT RESOLVED that the City Council of the City of Watertown declares that the proposed Special Use Permit to allow an auto sales lot and auto detailing operation is an Unlisted Action for the purposes of SEQRA and hereby determines that the project, as proposed, will not have a significant effect on the environment, and

BE IT FURTHER RESOLVED by the City Council of the City of Watertown, New York, that a Special Use Permit is hereby granted to Mark Bonner to allow an auto sales lot and auto detailing operation located at 804 State Street, Parcel No. 12-06-322. <sup>\*see amendment below</sup>

\* The Special Use Permit is hereby grant to Mark Bonner for a period of two years with a review after that two year time.

Motion to amended made by Council Member Butler, seconded by Council Member Smith  
Seconded by Council Member Jeffrey M. Smith and carried with all voting in favor thereof.



1869

# CITY OF WATERTOWN, NEW YORK

ROOM 101, MUNICIPAL BUILDING  
245 WASHINGTON STREET  
WATERTOWN, NEW YORK 13601  
(315) 785-7780

DONNA M. DUTTON  
CITY CLERK

STATE OF NEW YORK     )  
COUNTY OF JEFFERSON    )  
CITY OF WATERTOWN       )

I, DONNA M. DUTTON, CITY CLERK OF THE CITY OF WATERTOWN, NEW YORK AND CLERK  
OF THE CITY COUNCIL THEREOF, DO HEREBY CERTIFY THAT THE ATTACHED RESOLUTION  
WAS DULY ADOPTED AT A MEETING OF THE SAID COUNCIL ON THE 21st DAY OF  
December, 2009.

IN WITNESS WHEREOF I HAVE HERETO SET MY HAND AND AFFIXED THE SEAL OF THE SAID  
CITY THIS 22nd DAY OF December, 2009.

DONNA M. DUTTON  
CITY CLERK

S  
E  
A  
L